

# Risk Assessment – Wellington Town Council

Event: Armed Forces Day Celebration

Event Date: Saturday 17<sup>th</sup> June 2023

Location: Wellington Recreation Ground, Courtland Road, Wellington

ACTIVITY	HAZARD	RISK	PERSONS INVOLVED	CONTROL MEASURES (Inc statutory requirements)	Estimation of Risk
Vehicle movement during set-up/take down	The Recreation Ground will remain be open for set-up. vehicles are moving around while Event Contributors will be setting up.	Injury from vehicle collision	<ul style="list-style-type: none"> <li>Vehicle drivers</li> <li>Event contributors</li> </ul>	<ul style="list-style-type: none"> <li>All event vehicles to be met at park entrance on arrival and escorted to designated location by event marshal.</li> <li>On-site speed limit of 5mph to be enforced by stewards; drivers to be briefed by steward on arrival and deploy hazard warning lights whilst moving.</li> <li>Event Contributors to deploy hazard warning lights whilst moving.</li> </ul>	<ul style="list-style-type: none"> <li>Severity of hazard – LOW</li> <li>Impact – LOW</li> <li>Risk Level - LOW</li> </ul>
Attendance at the event	Adverse weather – extreme precipitation/cold/wind	<p>Injury or illness sustained due to extreme rainfall/precipitation (hypothermia; slips and trips on saturated ground)</p> <p>Flying debris/gazebos being blow over</p>	<ul style="list-style-type: none"> <li>Event staff</li> <li>Members of the public</li> <li>Event contributors</li> </ul>	<ul style="list-style-type: none"> <li>Pre-event communications to advise personnel to come prepared for unpredictable British weather; to bring waterproofs, warm clothing etc.</li> <li>Event to be cancelled in the event of extreme weather conditions.</li> <li>Event staff and contributors to be advised via pre-event communications to exercise caution on site in the event of extreme weather conditions</li> <li>First Aid available</li> </ul>	<ul style="list-style-type: none"> <li>Severity of hazard – MED</li> <li>Impact – MED</li> <li>Risk Level - LOW</li> </ul>
Implementing the event on show-day as planned	Unforeseen illness or circumstances affect a key member of staff during show-week	Loss of key member of staff from event organising team	Key event staff / organising team	<ul style="list-style-type: none"> <li>Event planning is being undertaken by WTC staff members; each team member is well versed in the event plan, deputies for key roles have been identified</li> <li>Key event documents are available to all event organising staff for reference and guidance</li> </ul>	<ul style="list-style-type: none"> <li>Severity of hazard – LOW</li> <li>Impact – MED</li> <li>Risk Level - LOW</li> </ul>

Traffic Management and access to show ground	Vehicle movements	<ul style="list-style-type: none"> <li>• Collisions with other vehicles and pedestrians, unsafe behaviours (e.g., rushing and frustration of road users)</li> </ul>	<ul style="list-style-type: none"> <li>• Event staff</li> <li>• Event attendees</li> <li>• Event contributors</li> <li>• Members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Hand-held radios to be held by Day Manager and nominated marshals</li> <li>• Day Manager and Event Staff to notify Emergency Services.</li> <li>• Marshals will be briefed on how to handle aggressive or confrontational behaviour, Police will be called to assist as deemed appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Severity of hazard – MED</li> <li>• Impact – HIGH</li> <li>• Risk Level - MED</li> </ul>
Set-up of event equipment	<ul style="list-style-type: none"> <li>• Equipment failure</li> <li>• Moving of heavy equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Injury from manual handling</li> <li>• Injury from sharp edges</li> <li>• Pinching injury from failed temporary structures</li> </ul>	<ul style="list-style-type: none"> <li>• Event staff</li> <li>• Event attendees</li> <li>• Event contributors</li> <li>• Park users</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant RAMS (risk assessment/method statement) documentation to be submitted to organisers by contributors, in confirmation of the above.</li> <li>• First Aid on site</li> </ul>	<ul style="list-style-type: none"> <li>• Severity of hazard – LOW</li> <li>• Impact – LOW</li> <li>• Risk - LOW</li> </ul>
Implementation of an outdoor event	<ul style="list-style-type: none"> <li>• Acts of terrorism</li> </ul>	Injury or death from bombing or marauding, armed individuals	<ul style="list-style-type: none"> <li>• Event staff</li> <li>• Event attendees</li> <li>• Event contributors</li> </ul>	<ul style="list-style-type: none"> <li>• Threat levels and mitigation measures discussed and agreed with Avon and Somerset Police. Ongoing monitoring, action, and advice from our event partners A&amp;S Police.</li> <li>• Event staff briefed to remain vigilant by looking out for and reporting suspicious items and/or behaviour.</li> <li>• Police actively involved in surveillance of the event.</li> <li>• Police to be called upon to act in the event of suspicious activity persisting or escalating.</li> </ul>	<ul style="list-style-type: none"> <li>• Severity of hazard – MED</li> <li>• Impact – MED</li> <li>• Risk Level - MED</li> </ul>
Last-minute cancellation of the event	<ul style="list-style-type: none"> <li>• Adverse weather forecast</li> <li>• Unforeseen / unprecedented incident/ circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• Reputational damage to Council</li> <li>• High level of complaints from potential event attendees</li> </ul>	<ul style="list-style-type: none"> <li>• The Council</li> <li>• Members of the public/potential event attendees</li> <li>• Event organisers</li> <li>• Contributors /suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• Event contributors, staff, and suppliers to be notified first, directly by event organisers, in the event of cancellation.</li> <li>• Weather forecast to be monitored daily during the week ahead of the event; any cancellation due to adverse weather to be communicated to the public as soon as practicably possible via social media channels.</li> </ul>	<ul style="list-style-type: none"> <li>• Severity of hazard – LOW</li> <li>• Impact – LOW</li> <li>• Risk Level LOW</li> </ul>

				<ul style="list-style-type: none"> <li>Follow-up communications to be issued by The Council post event to dispel any myths or rumours concerning the cancellation.</li> </ul>	
Set-up and removal of Platforms & public address system and furniture	<ul style="list-style-type: none"> <li>Lifting of heavy furniture and equipment</li> <li>Loose cables</li> </ul>	<ul style="list-style-type: none"> <li>Minor injury</li> <li>Slips, trips, and falls</li> </ul>	<ul style="list-style-type: none"> <li>Event organisers</li> <li>Event contributors</li> <li>Town Council Staff</li> </ul>	<ul style="list-style-type: none"> <li>Event Contributors to use of their own equipment.</li> <li>Cables will be either covered with matting and pinned, highlighted, or positioned along the edge of pathways/grass so as not to cause a trip hazard.</li> <li>PA staff are trained in the safe use of their own equipment</li> </ul>	<ul style="list-style-type: none"> <li>Severity of hazard – LOW</li> <li>Impact – LOW</li> <li>Risk Level LOW</li> </ul>
Public gathering/the event	<ul style="list-style-type: none"> <li>Contraction of COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>Spread of COVID-19, resulting in illness and/or death</li> </ul>	<ul style="list-style-type: none"> <li>Members of the public attending the event</li> <li>Town Council staff</li> <li>Event contributors</li> </ul>	<ul style="list-style-type: none"> <li>The event is primarily outdoors – making contracting the disease unlikely.</li> <li>Most people are now vaccinated against COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>Severity of hazard – LOW</li> <li>Impact- LOW</li> <li>Risk Level - LOW</li> </ul>

